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<b>Date of Issue</b>	August 1997
<b>Original Date of Issue</b>	April 1, 1997
<b>Subject</b>	<b>SAFETY PATROLS - ELEMENTARY</b>
<b>References</b>	Board Policy 4200 - Student Welfare
<b>Links</b>	FORM A7601 - 1; FORM A7601 - 2
<b>Contact</b>	School Services

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**1. General**

The Simcoe County District School Board authorizes the establishment and operation of street and bus safety patrols in its elementary school communities.

**2. Authorization**

2.1 School principals shall provide the opportunity for input and advice from school councils, parents, staff, students and the school community in order to determine the viability of a safety patrol program in their school community. School principals may consider the use of parent volunteers as members of the street and bus safety patrol programs.

2.2 School principals shall provide leadership in developing positive relationships between the local police services, municipal representatives, community service organizations and school councils in the matter of selecting, instructing and supervising school safety patrol members and determining specific school crossing locations. Principals may delegate the direct supervision and administrative organization of the school safety patrol to an individual teacher or a school safety patrol committee.

**3. Organization**

The function of the School Safety Patrol Committee or designate is to assist local community police services in the instruction, direction and control of students in crossing streets at or near schools and to assist parents and teachers in the instruction of school children regarding safety education practices.



**4. Training**

- 4.1 Initial and ongoing training procedures for the School Safety Patrol Committee or designate and school safety patrol members shall be the responsibility of the local school police safety officer.
- 4.2 Training sessions for the School Safety Patrol Committee or designate shall be provided annually during the spring and/or Fall terms.
- 4.3 Principals shall ensure that school safety patrol members receive training annually through the co-operative efforts of the local community police services and the School Safety Patrol Committee or designate.

**5. Selection and Appointment**

- 5.1 School safety patrol members shall be selected from the late junior and intermediate divisions.
- 5.2 Qualities such as leadership, dependability, responsibility and communication skills should be considered in determining candidates.
- 5.3 Written approval of parent or legal guardian must be provided (FORMs A7601 - 1 and A7601 - 2).

**6. Supervision and Instruction**

- 6.1 School principals or designate are responsible for the ongoing supervision and instruction of the school safety patrol members in conjunction with the school safety officer, and community service groups.
- 6.2 In-school safety patrol committee member(s) or designate shall provide for the regular supervision of safety patrollers in the performance of their duties.
- 6.3 Following initial instruction, new patrol members shall serve with and under the guidance of experienced members prior to assuming their duties.
- 6.4 Principals may consider patrol pairs to perform duties at selected/all locations.



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**7. Community Support**

7.1 Principals shall:

7.1.1 determine with each local community school safety officer the most strategic location(s) for patrol posts at or near the entry/exit points of each elementary school;

7.1.2 ensure that patrol posts are determined according to:

7.1.2.1 visibility, student and patroller safety;

7.1.2.2 proximity to the school

7.1.3 develop appropriate plans with school safety officers to provide instruction and safety resource material to school safety patrol committee members or designate on an annual basis.

**8. Community Partnerships**

8.1 School principals or district administrative representatives shall develop partnerships with local organizations, police services and school councils to assist with:

8.1.1 special events for safety patrollers;

8.1.2 safety education resources and equipment;

8.1.3 recognition and reward incentives.

**9. Role and Responsibilities**

9.1 The Simcoe County District School Board shall:

9.1.1 Authorize principals to develop appropriate organizational and operational guidelines according to board policy and administrative procedures.

9.2 Police shall:

9.2.1 be responsible for the annual training of the School Safety Patrol Committee



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member(s) or designate and school safety patrollers;

9.2.2 provide ongoing safety education programs in elementary schools;

9.2.3 communicate with local municipalities regarding appropriate signage.

9.3 Principals shall:

9.3.1 communicate to parents that the responsibility for travelling to and from school or designated bus stop location rests primarily with the student and parent or guardian;

9.3.2 ensure the ongoing training of the School Safety Patrol Committee or designate;

9.3.3 provide for the selection, training and scheduling of the school safety patrol program;

9.3.4 notify parents/guardians that the patrol location may not be staffed by patrol members during unsafe conditions or special school activity programs (APPENDIX A);

9.3.5 notify parents/guardian and the school community six weeks in advance that a specific school crossing location will not be staffed by patrol members beyond a specific date;

9.3.6 notify the school community during the spring and fall term of the school crossing locations for the school year;

9.3.6 ensure safety education is a focus of curriculum planning in elementary schools.

9.4 Students shall:

9.4.1 be familiar with the expectations and guidelines established for safe pedestrian and school bus practices at all times.

9.5 Patrollers shall:

9.5.1 conduct duties and responsibilities in accordance with the School Safety



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Patrol Guidelines.

**10. School Community Plan**

- 10.1 In some school communities, principals may develop a school community plan to serve walking students. This should consist of a map, showing streets, the school, existing traffic controls, sidewalks and subdivision walking paths as well as safety patrol locations so that parents may discuss appropriate walking routes to and from school with their children.

**11. Implementation**

- 11.1 The Canadian Automobile Association (CAA) provides documentation required to implement a school patrol program. Books and pamphlets produced by the CAA for use with the patrol program include:

- 11.1.1 Student Application for Membership
- 11.1.2 Bus Patrols;
- 11.1.3 Recommended Standards (Bus and Street Patrols)
- 11.1.4 Student Handbook
- 11.1.5 Officer's Record Book

**First Issued** April 1, 1997  
**Revised**

***Issued under the authority of the Director of Education***



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**NEWSLETTER SAMPLE**

**SCHOOL SAFETY PATROL GUIDELINES**

**SCHOOL BUS PATROLS**

The major responsibility for safe transportation by school bus of children to and from school rests with the school bus driver. The school principal or designate shall ensure bus safety education be integrated into the curriculum in elementary schools. Principals shall develop appropriate safety guidelines consistent with the school code of behaviour in regard to student expectations and responsibilities while being transported by bus.

Patrol members may be appointed to assist the driver in seeing that safety practices are followed. It is desirable that bus patrol members be among the first to board the bus enroute to school and among the last to leave the bus on the way home from school.

School principals or designate shall ensure the following responsibilities are part of the training program for bus patrollers.

- To assist the driver as pupils board and leave the bus.
- To assist the driver in seeing that all passengers remain seated.
- To assist the driver in seeing that all passengers keep all parts of their bodies within the bus.
- To assist the driver in safeguarding pupils when crossing roadways. The bus driver is responsible for indicating to the patroller that it is safe to cross.
- To assist the driver in the event of an emergency and in use of the emergency door on the bus.

**SCHOOL STREET PATROLS**

School principals, the School Safety Patrol Committee member(s) or designate in conjunction with the local School Safety Officer shall ensure the patrol members are thoroughly trained in their duties before being assigned a patrol location. Instruction must include where and how to stand when on duty and what constitutes a sufficient gap in vehicular traffic to permit safe crossing of pupils.



School principals, the School Safety Patrol Committee member(s) or designate shall ensure patrol members read and clearly understand written instructions which the school has compiled for the specific purpose of instructing new patrol members.

The patroller shall:

- instruct, direct and signal to the students who cross at patrol locations;
- report for duty at the designated time;
- wear a patrol belt/vest while on duty;
- take the proper position at the curb and use the proper arm position;
- report and discuss specific safety issues and/or concerns with the appropriate school safety patrol co-ordinator.

School principals shall include as part of their communication strategies expectations and responsibilities for all students, as well as alerting parents/guardians that patrol locations may not be staffed by safety patrol members during inclement weather days or special school activity programs.

The student shall:

- cross only at corners or designated patrol locations;
- watch for long, safe gaps in traffic;
- be on the look-out for turning cars;
- walk, never run across streets;
- look all ways before crossing;
- help others learn safe ways to cross streets.



**(SCHOOL LETTERHEAD)**

Dear Parent/Guardian

We are currently making preparations for the (school name) safety patrol for the school year. Your child has indicated an interest in being a safety patroller. Would you please fill out the accompanying sheet with your son/daughter and return it to the school as soon as possible.

This year's captains and lieutenants will be working with me to schedule the patrol teams and your child will be informed as soon as the patrol list has been completed.

Our school safety patrol co-ordinator(s), is/are \_\_\_\_\_.

Sincerely

Principal/Vice-Principal



(SCHOOL LETTERHEAD)  
APPLICATION FOR PATROL

Name \_\_\_\_\_ Date \_\_\_\_\_

Grade \_\_\_\_\_ Age \_\_\_\_\_ Teacher \_\_\_\_\_

Preferred Post \_\_\_\_\_ 1. \_\_\_\_\_  
\_\_\_\_\_ 2. \_\_\_\_\_  
\_\_\_\_\_ 3. \_\_\_\_\_

**Reminders for Good Patrol Operation**

1. Look, act and be alert.
2. Report for duty on time.
3. Set a good example at all times – know and practice safe walking rules.
4. Take time – to care.
5. Never stop cars – follow directions of the school bus driver.
6. Know and perform patrol duties faithfully.
7. Be neat and clean on duty.
8. Be dependable and trustworthy.
9. Be courteous and polite at all times. Treat others as you would like to be treated.
10. Wear your safety patrol belt/vest proudly.
11. Remind schoolmates of safe walking rules without being “bossy”.
12. Give correct signal to schoolmates.
13. Obey rules of the patrol, school and home.

**Patrol Pledge**

I pledge to do my best to:

- Report for duty on time.
- Perform my duties faithfully.
- Strive to prevent accidents, always setting a good example myself.
- Obey my teachers and the officers of the Patrol.
- Report dangerous practices of students.
- Strive to earn the respect of my fellow students.

\_\_\_\_\_  
Signature of Patroller

I have discussed the responsibilities of a patroller with my son/daughter and request that he/she be given the opportunity to help our school as a responsible and able patroller. We recognize the importance of the School Safety Patrol Program as an active partnership of the home, school and community.

\_\_\_\_\_  
Signature of Parent/Guardian

**Note**

School safety patrollers are subject to potential risk inherent in the performance of their responsibilities and could sustain or create personal injury and/or property damage.